

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

	REQUISITION NUMBER		DUE DATE <del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del>
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED GRAY SHADING = OPTIONAL  Check the appropriate Tier in the box below		<b>CONSULTANT:</b> Provide only checked items below in proposal	
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) ( <b>No Resumes</b> )	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS** – [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov)

### GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

### MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

**5100D** – Request for Proposal Cover Sheet

**5100J** – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

**(These forms are not included in the proposal maximum page count.)**

**REQUEST FOR PROPOSAL**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)\*, if a low bid is involved as part of the selection process. **Reference Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services >Vendor/Consultant Selections.**

**RFP SPECIFIC INFORMATION**

BUREAU OF HIGHWAYS  BUREAU OF TRANSPORTATION PLANNING  OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO  YES DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

**Prequalified Services** – See page \_\_\_\_ of the attached Scope of Services for required Prequalification Classifications.

**Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

**Qualification Review / Low Bid** – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

**Best Value** – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

**Low Bid** (no qualifications review required – no proposal required.) See Bid Sheet Instructions below for additional instructions.

**BID SHEET INSTRUCTIONS**

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)\* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the email address: [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov). Failure to comply with this procedure may result in your bid being rejected from consideration.

**NOTIFICATION  
MANDATORY ELECTRONIC SUBMITTAL**

**Proposals submitted for this project must be submitted electronically.**

**The following are changes to the Proposal Submittal Requirements:**

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section
  
- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

**The following are Requirements for Electronic Submittals:**

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.  
**Example:** Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to [MDOT-RFP-Response@michigan.gov](mailto:MDOT-RFP-Response@michigan.gov)
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX\_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

**If the submittals do not comply with the requirements, they may be determined unresponsive.**

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

**\*\*Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response\*\***

**Required Bookmarking Format:**

- I. Request for Proposal Cover Sheet Form 5100D
  - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
  - A. Innovations
- III. Qualifications of Team
  - A. Structure of Project Team
    - 1. Role of Firms
    - 2. Role of Key Personnel
  - B. Organization Chart
  - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

**2/14/12**

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
AS NEEDED CONSTRUCTION SERVICES  
Technical and Engineering Assistance**

**CONTROL SECTION:** Various

**JOB NUMBER:** Various

**PROJECT LOCATION:** Various Projects within the Bay Region (Bay Region includes the following counties: Arenac, Bay, Clare, Genesee, Gladwin, Gratiot, Huron, Isabella, Lapeer, Midland, Saginaw, Sanilac, and Tuscola).

**DESCRIPTION OF WORK:** 2013 & 2014 Bay Region Program  
Construction Project File Review, DBE & Prevailing Wage Assistance  
The Consultant shall provide assistance, to the satisfaction of the Department, in three (3) primary categories:

1. Conduct interim file reviews and final estimate reviews for local government and select MDOT contracts in the Bay Region.
2. Provide technical assistance to Disadvantaged Business Enterprise (DBE) firms.
3. Perform interim reviews of construction project files to evaluate compliance with current prevailing wage procedures and guidance documents. Provide technical assistance to MDOT and local government staff as needed to improve compliance with prevailing wage requirements.

Full time services will not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

**ANTICIPATED START DATE:** March 1, 2013

**ANTICIPATED COMPLETION DATE:** February 28, 2015

**PRIMARY PREQUALIFICATION CLASSIFICATION:** Technical Assistance

**SECONDARY PREQUALIFICATION CLASSIFICATION:** Engineering Assistance

**MDOT PROJECT MANAGER:**

Dean E. Roggenbuck, PE  
55 E. Morley Dr.  
Saginaw, MI 48601  
(989) 754-0878 ext. 287  
Email [roggenbuckd@michigan.gov](mailto:roggenbuckd@michigan.gov)

**GENERAL INFORMATION:**

- A. This Scope of Services consists of performing to the satisfaction of the Department all those Consultant Construction Engineering Services necessary to accomplish the work described herein consistent with applicable professional standards.
- B. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with the standard construction practices of the Department; the Project-specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the MDOT Construction Manual; MDOT Materials Quality Assurance Procedures Manual, MDOT Materials Source Guide; Field Manager and Field Book software, Bureau of Highways Instructional Memorandums, Construction Advisories and any and all other references, guidelines, and procedures manuals needed to carry out the work described here in an appropriate manner.
- D. The Consultant reviewing the projects can not have any other involvement in the projects subject to be reviewed.
- E. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations.
- F. Provide information about the location of the office that will be in charge of the contract for this and any satellite offices that will actually be performing the review. When scoring, the location of the satellite offices will be used.
- G. Also important will be past performance and capacity of the personnel performing the review, please include this information in your proposal.

## **CONSULTANT RESPONSIBILITIES:**

The services performed by the Consultant shall include, but not be limited to the following:

- A. Provide an experienced employee who is familiar with the Michigan Department of Transportation procedures for project review, and can demonstrate an ability to conduct both interim file and final estimate reviews on Federal and/or State funded projects. The Consultant shall provide written notification to the Project Manager indicating who will be conducting the reviews. If the Consultant requests to change the personnel from the initial notification, this request must be made in writing to the Project Manager for his/her approval 2 weeks prior to the new personnel conducting the interim file or final estimate reviews.
- B. Conduct project final estimate reviews and prepare all required documentation necessary to complete the project review process for MDOT consultant oversight projects and local government projects in the Bay Region. The materials review will also be completed as part of this contract. The Consultant will be required to adjust their schedule as dates fluctuate with no additional compensation. The final estimate review includes a follow up review of any projects which are found not to be in compliance as stated above.
- C. Not review any project for which they had any concern or involvement during the design or construction. If the Consultant is found to be reviewing any project for which they had concern, they will be immediately released from the Contract and no compensation will be given for review work on that project or for any additional claims due to being released from the contract.
- D. Conduct all reviews at the office the project was administered from or an alternate location approved by the Project Manager.
- E. Upon receipt of a notification from the Project Engineer requesting a review, the Consultant shall call the Project Engineer within 5 calendar days of receipt of their request and schedule a date and a time for the review. Confirmation of the date and time scheduled shall be done in writing, within 5 calendar days from the date it was scheduled, to the Project Engineer with a copy to the Project Manager. The initial reviews shall be completed within 3 weeks of the Project Engineer's initial request. If discrepancies are found, a follow-up review is necessary and the Consultant shall notify the Project Engineer in writing with a copy to the Project Manager. The Consultant shall complete the follow-up review within 3 weeks of notification that the discrepancies have been remedied. Confirmation, for the follow-up review, of the date and time scheduled shall be done in writing, within 5 calendar days from the date it was scheduled, to the Project Engineer with a copy to the Project Manager.
- F. Notify the Project Engineer and the Project Manager in writing when the project final estimate review is complete. Attach to the review a log with the dates and hours spent on the review of the project.

- G. Provide prevailing wage assistance to DBE firms, local agencies and/or MDOT on an as-needed basis.
- H. Provide technical assistance to DBE firms on an as-needed basis. This includes, but is not limited to the following:
  - 1. Interpretation of plans, proposals, special provisions and specifications
  - 2. Provide workshops on plan reading, project documentation, claim procedures, force accounts and other construction related areas.
  - 3. Site investigation prior to bidding.
  - 4. Resolving payment issues.
  - 5. Explaining bid documents, bonds, affidavits, insurance, and subcontracting procedures.
  - 6. Resolving construction related problems.
  - 7. Act as liaison between DBE firms, local agencies, vendors, and MDOT.
  - 8. Perform other engineering related functions as required by the Bay Region.
- H. Provide the Project Manager with a monthly update on the review of all Local Government projects to include the date, hours worked, and date review was completed. Also DBE work accomplished during the previous month, anticipated work for the upcoming month, real or anticipated problems and a copy of verbal contact records. This can be completed with an email and an Excel spreadsheet indicating the project number and status.

**MDOT RESPONSIBILITIES:**

The Project Manager shall furnish to the Consultant all project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the services required herein at the time of review.

**CONSULTANT PAYMENT:**

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the “Professional Engineering Service Reimbursement Guidelines for Bureau of Highways” is available on MDOT’s website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan’s Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.